



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Amended Public Internship**

POSTING #: 17-00070

TITLE: Law Intern

ISSUE DATE: 2/13/2017

TITLE CODE:

CLOSING DATE: 5/5/2017

DIVISION: Inspector General

LOCATION: Ewing

UNIT: Office of Inspector General

SALARY: NON-PAID

INTERNSHIP OPPORTUNITY

Semester: Summer 2017

Type: Non - Credit or Co - Op

Intern Level: Undergraduate/Graduate

Location: NJDOT, Main Office Building(MOB), 1035 Parkway Avenue, Ewing, NJ 08625

Suggested Work Schedule:

4 - 7 hours per day

SUGGESTED BACKGROUND/KNOWLEDGE

Skills in general computer usage, such as Microsoft Word and Excel are required with knowledge in the use of office equipment such as copiers and scanners are required. Strong legal writing and analytical skills are required. Experience with interpretation of laws and regulations is desired. The Intern must understand the importance of operating in a confidential investigative environment and must agree to maintain utmost confidentiality and discretion. Completion of 1L year by 6/1/2017 is required.

DIVISION/UNIT/PROGRAM DESCRIPTION

The Office of Inspector General (OIG) provides independent and objective audits, investigations and reports concerning NJDOT programs and operations. The OIG consists of the Inspector General's office, the Office of Internal Audit and the Internal Investigation Unit.

The scope of work of the OIG is:

To focus on major programs, reports, and investigations by, among other things, providing independent assessments of Department operations.

To provide the Commissioner and senior management of the Department with independent and responsive assistance relating to their oversight responsibilities.

To assist Department management by providing special investigative services as requested by the Commissioner of Transportation.

To review NJDOT Policies and Procedures to help reduce red tape.

To assist in dealing with Open Public Records Act (OPRA) issues.

To chair the Accident Review Board.

To receive written notification of alleged violations of the Conscientious Employee Protection Act (CEPA) and NJDOT Policy #204, "Conscientious Employee Protection" (July 1, 2000).

INTERNSHIP DESCRIPTION

OIG is seeking a motivated insightful intern to assist in the performance of analytical regulatory functions related primarily to the Department's Ethics & Special Projects function. The successful candidate will report directly to the Inspector General (IG). Attention to detail and ability to read, digest, and retain regulations is required. The Intern will be learn to:

- update, amend or redraft existing policies to ensure compliance with law
- apply existing regulations to specific ethics and records fact patterns arising in the course of business in support of the ethics compliance program and Open Public Records Act
- support initiatives to amend regulations of impact to the Department
- perform confidential legal research and legal writing assignments as directed by the Inspector General

The Inspector General shall supervise the law intern and impart 1 - on - 1 training and assistance in the application of his/her legal skills to the work assigned, to be supplemented by the COR as required. The IG shall review and provide critique for work produced by intern.

LEARNING OBJECTIVES/MARKETABLE SKILLS

The Intern will research issues touching employment law, ethics law, administrative law, and criminal law generating concise memoranda to inform law - infused administrative actions and policy effectuated within this active State Department. The Intern may draft Departmental policies which adhere to law. One - on - one feedback and editing will come from both COR and Inspector General. The Intern may shadow supervisor(s) during completion of daily tasks which may include conference calls, meetings, and speaking engagements. The Intern may also have opportunities to attend Attorney General Advocacy Institute training programs.

TO APPLY

Complete **Internship Application** and submit with current resume by closing date.

Application can be found at: <http://www.state.nj.us/transportation/about/employ/pdf/InternApplication.pdf>

Application must indicate the posting(s) you are applying for. If you are interested in multiple positions, submit **ONLY ONE** application and indicate the posting numbers of all the positions you are interested in on application.